

## Outdoor Facilities Reservations – University Users

**Summary/Purpose:** This policy is for the reservation of all outdoor facilities including the Grove, the Circle, and the Student Union Plaza for university-sanctioned activities.

The Grove, Student Union Plaza and the Lyceum Circle are available, free of charge, to University of Mississippi Departments and Organizations. The spaces are available for university use for student organizations and campus departments. For spaces other than those listed, approval must be granted by the Ole Miss Student Union Office and/or Landscape Services. The Student Union Reservations Office does require that a University account number or Visa/MasterCard number is provided to ensure that the costs of any damages or excessive cleaning can be covered.

Block reservations can be made one semester at a time. Block reservations that include more than one semester will be processed as separate reservations and fees will be assessed accordingly.

A University account number and/or Visa/MasterCard payments must be received by the Student Union Reservations Office no later than 4:00 PM on the business day immediately following submission of this request. If this request is being submitted with only seven day notice, payment must be received by the Student Union Reservations Office before the close of the current business day. In addition, all necessary paperwork must be completed and submitted to the Student Union Reservations Office in accordance with the deadlines set forth in this document. Failure to meet these deadlines could result in denial of your request or cancellation of your event.

All persons wishing to request the use of the Grove, Circle, Union Plaza, or any other outdoor space must go through the Ole Miss Student Union Reservations Office to officially reserve the space. The User will provide the Reservations Office with the name, address and phone number of the User's representative. This representative will be the sole person authorized to make changes to or decisions regarding the reservation.

Student organizations are required to fill out a Social Registration form online with OrgSync before their reservation is confirmed.

No reservations may be made up to 3 weeks prior to Commencement;

Tent sizes in outdoor spaces are restricted to 10'x10'. No tents are permitted in the Grove or Circle eight (8) weeks prior to Commencement. For larger tents, Landscape Services must approve. All tents may only be set up for 48 hours;

Flooring or artificial turf should be used to protect turf under tents between the Monday after the last home football game until after Commencement. Flooring must be removed after 48 hours.

No vehicles or heavy equipment allowed on turf areas without prior approval of the Director of Landscape Services.

## The University of Mississippi

Application of a Special Dura Deck Product or similar will be required for a release to drive in The Grove. The maximum limit of time is 48 hours.

Any large structure erected for use outdoors (i.e. tents) must be inspected by University Fire Services.

No objects are to be hung from trees. This includes items such as balloons, hammocks, decorations.

Utility locates will need to be called in, if staking of equipment is allowed. Tents and tie-downs should be sandbagged or water barreled.

Carnival rides, horse rides, petting zoos, moon walks or bounce houses are not allowed on the turf of outdoor spaces.

Stakes or spikes may not be used in outdoors due to underground water and electric lines.

No open flames are permitted on the turf including portable fireplaces, grills, tiki torches, and fireworks. Other types are left up to the discretion of the Ole Miss Student Union office.

The University of Mississippi prohibits the disruption or disturbance of the University community by unreasonably loud amplified sound. With approval, amplified sound is permitted on Fridays from 5:00 p.m. until 11:59 p.m., on Saturdays from 12:00 p.m. until 11:59 p.m., and on Sundays from 2:00 p.m. until 9:00 p.m. Any initial violation of this policy will result in a warning to conform to the appropriate sound level, and a second violation will result in disciplinary action. Amplified sound is not permitted at any other time without consent from the Ole Miss Student Union and/or Office of the Dean of Students.

All set-ups must be on a hard surface from March 1st until after Graduation. Acceptable locations include the sidewalks or the Plaza.

The user must issue work orders to Landscape Services for the setup and removal of any needed trash cans. The User will be responsible for ensuring all litter is removed from the Grove and placed in proper waste disposal dumpsters within 2 hours of the completion of the event. If the User fails to comply, the University will remove trash and time will be billed to the User for removal.

The User must issue work orders to Facilities Management if power is required for the User's reservation.

Landscape Services should be contacted at (662)915-1846 before any plans are made for the setup of furnishings and/or equipment in the Grove.

The user will be responsible for any and all damages caused by acts of the User, it's employees, agents, patrons, guests and artists whether accidental or otherwise.

## The University of Mississippi

All requests must include ample time before and after the actual event for any needed set up and take down. Users will not be granted access to the space prior to the designated start time and must vacate the space at the designated end time. These times are absolute and the User is expected to abide by these requirements.